



UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS

Position Titles: Term Law Clerk to U.S. Magistrate Judge Gwynne E. Birzer
No. of Positions: 1
Location: Wichita, Kansas (hybrid onsite/remote schedule may be considered)
Opening Date: February 23, 2022
Start Date: To be determined, likely Spring 2022
Term: 1 – 4 years, by mutual agreement
Closes: Open until filled
Salary Range: JSP 11/1 – JSP 13/1 (\$66,214 – \$94,373)
*Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) [guidelines](#). Advanced in step placement up to \$122,683 may be available for current or prior federal employees.

As an Equal Opportunity Employer, we value diversity in our workforce. The essential function of courts is to dispense justice. An important component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is heightened when the court reflects the racial, ethnic, and gender diversity of the community it serves.

WHO WE ARE

In the United States District Court for the District of Kansas, we preserve justice, promote the general welfare, and secure the blessings of liberty by impartially deciding and administering matters under the Constitution and laws of the United States of America.

WHAT WE VALUE

We are public servants who respect the value of every person by treating each party, attorney, witness, defendant, offender, victim, and court employee with dignity and courtesy.
We study why we succeed so we preserve our strengths.
We improve processes, procedures, and ourselves through innovation and training.
We excel because of our consistent effort to perform every task well, whether large or small.
We communicate effectively to cultivate teamwork, diversity, inclusivity, and the free exchange of ideas.
We model ethics, integrity, and personal and institutional accountability.
We prepare ourselves to serve effectively by encouraging wellness and a healthy lifestyle.

WHAT WE NEED FROM YOU

The term law clerk duties include extensive legal research and writing, drafting of orders and opinions on a variety of motions in both criminal and civil cases, assisting the judge during courtroom proceedings, and case management responsibilities.

These duties of this position are intended to provide generalized examples of major duties and responsibilities that are performed by a Term Law Clerk. They include, but are not limited to, the following:

- Legal research, writing, and drafting orders and opinions
- Communicating with counsel regarding case management and procedural requirements
- Docketing orders
- Scheduling hearings and conferences
- Assisting judge during courtroom proceedings
- Various legal and administrative duties as assigned

You will make a difference when working for the U.S. District Court for the District of Kansas. District courts serve an essential function in the federal judiciary and society. The federal courts have jurisdiction over cases that: 1) raise a "federal question" involving the United States Government, the U.S. Constitution, or other federal laws; and 2) cases involving "diversity of citizenship," which are disputes between two parties not from the same state or country. As a district court employee, you will be constantly learning as you work with judges, attorneys, the public, and other governmental and law enforcement agencies.

For more information, see [Types of Cases | United States Courts \(uscourts.gov\)](https://uscourts.gov/types-of-cases/).

You Must

- Be a graduate of an ABA-accredited law school with strong academic credentials
- Be a member of the bar of any state (applicants who intend to sit for the bar exam will be considered)
- Possess superior research and writing skills, exhibit strong analytical ability and interpersonal skills
- Show good judgment, initiative, and the ability to work independently and to prioritize and manage multiple tasks

It Would Be Great If You

- Have Law Review or other noteworthy journal experience
- Have federal law clerk experience
- Have exhibited a positive attitude, flexibility, and superior communication skills in a team environment

Pay Setting

For appointment at a **JSP grade 11, step 1** (\$66,214), applicants must meet the mandatory position qualifications.

For appointment at a **JSP grade 12, step 1** (\$79,363), applicants must meet the qualification for a JSP grade 11 and possess one year of full-time legal work experience after graduation from law school (no substitutions permitted) AND be a member of the bar of any state.

For appointment at a **JSP grade 13, step 1** (\$94,373), applicants must meet the qualification for a JSP grade 12 and possess two years of full-time legal work experience after graduation from law school (no substitutions permitted).

What We Offer

1. 11+ paid holidays
2. Choice of healthcare coverage, including dental & vision coverage
3. Life insurance options

4. Participation in the Long-Term Care Insurance plan
5. Participation in the Flexible Benefits Program
6. Free parking
7. Free onsite fitness center

APPLY NOW

To apply for this position, please submit the following items in a single PDF document by email to hr@ksd.uscourts.gov:

- 1) a cover letter,
- 2) a chronological resume, and
- 3) Two (2) writing samples

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses cannot be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER